

# Executive Secretarial Technology

*Extend your reach  
...make the Executive  
Secretarial connection  
at Dodge City  
Community  
College!*

*The employment outlook for trained secretaries and office employees in the automated office of the 1990's is projected to increase. Be a part of office technology!  
Dodge City Community College offers specific training in the following areas of Executive Secretarial Technology:*

**Executive Secretarial  
Technology  
Office Receptionist/Clerical  
General Clerical  
Legal Secretarial  
Medical Secretarial  
Office Administration  
Word/Information Processing  
Business Teacher Education**

*The Executive Secretarial Technology program serves students desiring immediate employment upon completion of the one or two-year programs. It also serves the transfer student who is pursuing a four-year degree. Part-time employment opportunities are available for qualified students.*

*For further information and a listing of available classes, contact:  
Patricia A. Allison, Associate Professor,  
Executive Secretarial Technology*



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